



## Preparing for Emerald Ash Borer Community Forest Grants Request for Applications

### Summary

The Minnesota Department of Natural Resources welcomes applications that assist communities in managing ash for emerald ash borer (EAB) on public land.

Eligible activities include:

- Tree inventory.
- Develop a management plan that include an EAB component.
- Tree and stump removal and tree replacement.

### Eligibility

Any local unit of government within Minnesota is eligible including cities, counties, regional authorities, joint powers boards, towns, and parks and recreation boards in cities of the first class.

### Minimum Requirements

- Applications must address reducing the impact EAB will have on ash in your community.
- Grantees must be willing to participate in work by the Minnesota Department of Agriculture and University of Minnesota to evaluate project impacts.
- Applications must show ability to implement project and submit final report by June 1, 2022.
- Applications must include a 25% match of total requested grant funds. Match can be in-kind, cash match, or both.
- Community must have adopted or will adopt an EAB management plan through this grant process.
- Each ash tree removed must be replaced with newly planted tree.
- Grantees must provide photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results.
- Projects must publicly post and promote grant project information and purpose.
- Grantees will be required to comply with all Federal and State laws and regulations related to the completion of projects as stated in the letter of award.

### Additional criteria

- Tree plantings projects must follow standards set in the [Pocket Guide to Planting Trees](#).
- Tree planting projects must identify tree species; site location; and number, size, and type of planting stock.
  - Species list must increase the diversity of the community's tree canopy to work toward the 20-10-5 guideline which means a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a

single genus, and no more than 5% of their trees within a single species. If your community does not have a completed tree survey, contact the DNR at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) and we will email you the results of your community's 2010 tree survey.

- Species list and numbers can be amended following the submission of tree inventory/survey data.
- Species list needs to be approved by DNR.
- Tree stock can be 1-2 inch caliper bareroot or a container class size #15 or smaller and we recommend trees purchased come with a one-year warranty.
- Trees planted will be mapped and submitted as a shapefile with the tree species identified to obtain grant fund reimbursement.
- Tree planting proposals must include a 3-year maintenance plan.
- Tree inventory projects must submit obtained data to the DNR in a shapefile format.

### **Grant Limits**

There is no minimum to the dollar amount applicants can request. The maximum amount that will be funded is \$100,000.

### **Eligible Costs**

Eligible expenses are those incurred through project activities that are directly related and necessary to produce the outcomes described in the project application.

Grant funds can be used for, but will not be limited to:

- Professional contracts for technical assistance or project implementation.
- Equipment purchases less than \$5,000 that are used to complete the project.
- Equipment rental.
- Purchase of trees for diversity.
- Site preparation and planting including mulch, watering bags, staking materials, and tree wrap or guards.

Grant funds cannot be used for, but will not be limited to:

- Local units of government employee time.
- Purchase of plants such as shrubs, living ground covers, sod, grass seed, and flowers.
- Purchase of land or easement.
- Experimental practices not approved by the DNR.
- Major soil and grade changes or construction.

Questions about additional eligible or ineligible expenses can be directed to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us).

### **Evaluation Criteria for the Selection Process**

Participating communities will be selected based on demonstrated need of assistance (both financial and technical), local forestry needs, environmental priorities affecting public health of diverse populations, readiness to take on a project of the proposed scope and size, ability to

provide financial or in-kind match, location in relation to ash forests, and potential impact of the project on reducing EAB populations and improving the community forest.

Priority will be given to communities who have staff, or will contract with companies with staff, with arboriculture professional credentials such as Minnesota Tree Inspector, International Society of Arboriculture Certified Arborist, etc. or communities with staff willing to obtain prior to grant reimbursement.

Additional consideration will be given to proposals that serve diverse populations. Diverse populations include:

- Racial and ethnic communities, including American Indians
- LGBTQI communities
- Disability status
- Veterans
- Low-income

### **Application Process**

A pre-application process will be used to determine which projects can submit a final application for this grant.

1. Request for applications released on September 13, 2019.
2. Complete and submit the [Pre-Application form](#) to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) by October 4, 2019.
  - a. Attach your EAB Management Plan if you have one (communities must have adopted or will adopt an EAB Management Plan through this grant process).
3. The DNR will notify you by October 25, 2019 to submit a final application if your project passed the pre-application process.
4. Complete and submit the Final Application form and additional attachments to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) by November 15, 2019.
  - a. Include letters of support from the community and, if applicable, any partnering organizations and [3-year Tree Maintenance Plan](#) if planting trees as part of grant project.
5. The DNR will notify you by December 6, 2019 whether or not your project is funded.

### **Reimbursement**

All funds are awarded on a reimbursement basis. The Reimbursement Request Form and required reports must be received by: June 1, 2020; December 1, 2020; June 1, 2021; December 1, 2021; and June 1, 2022. All eligible expenses need to be documented and submitted to receive reimbursement.

### **Important Dates**

Request for Applications released: September 13, 2019

Pre-Application deadline: October 4, 2019

Pre-Application selection: All pre-applicants will be notified by October 25, 2019

Final Application deadline: November 15, 2019

Final selection of projects and award amounts will be determined by Department of Natural Resources Forestry staff, Minnesota Department of Agriculture staff, Minnesota Shade Tree Advisory Committee and other qualified industry professionals.

Project selection: All applicants will be notified by December 6, 2019 whether or not project is to be funded

Project implementation: Project work and expenses that are eligible for reimbursement with grant funds can NOT be started or incurred until the grant agreement is fully executed. Grant agreements are expected to be executed by January 31, 2020 and work can begin afterwards. Interim reports and final reports will be required for any grant funded projects.

Project completion: All project work is completed, request for final reimbursement, and final reports submitted by June 1, 2022.

Questions? Contact a Community Forestry Grants Team member at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us).